



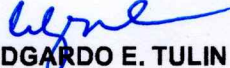




PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **STF-2021-08-00665**Date: **08-23-2021**Section/End-User: **Windy O. Tuyan**Category: **Professional Services**Funding Source: **Special Trust Fund**Project Title/Code: **UIMC-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Lighting Services for VSU Graduation 2021	unit	1	10,000.00		10,000.00
Specification: <ul style="list-style-type: none"> • Provide complete studio lighting (key, fill, black) for Graduation 2021 set at VSU Multimedia Development Center AV Room • Set is about 25 sq. m. • Should be able to provide alternative or back-up power lighting setup in case of power interruptions • Lighting trusses for indoor use • Colored LED Lights for accent - must have at least green and yellow • For use from September 23, 2021 to October 2, 2021. • Should stay within Baybay City only in accordance with health protocols of local IATF for the whole duration of production. 						
2	Plant Decoration and Studio Set-up	unit	1	20,000.00		20,000.00
Specification: <ul style="list-style-type: none"> • Plant Decoration: Plant and Flower decoration at RDE Hall to be installed for 3-5 days for shooting in August. 						
3	Video Production services for VSU Graduation 2021	unit	1	180,000.00		180,000.00
Specification: <ul style="list-style-type: none"> - Do onsite shoots within the VSU main campus in Baybay City, Leyte for two (2) weeks. - Do onsite VTR editing at VSU main campus for two (2) weeks after onsite school. - Should stay with Baybay City only in accordance with health protocols of local IATF for the whole duration of production (July to September) - Should have ground and aerial videography equipment - Should be able to outsource a team in Manila for a separate video shoot of the Commencement Speaker - Should provide proof of experience working in National media organizations (ABS CBN, GMA etc). - Should have experienced producing videos with VSU through previous collaboration works with the VSU Media Team. - Should be able to do animation works for video. 						

		TOTAL					210,000.00	
Purpose: For VSU Graduation 2021								
Checked by:					Funds Available: <i>if-univ wide</i>			
 JESSAMINE C. ECLEO					 MYRNA S. PANCITO			
TWG - Professional Services					HEAD, BUDGET OFFICE <i>STP</i>			
Signature:	Requested by:		Noted by:		Approved by:			
	 WINDY O. TUYAN		 ULDERICO B. ALVIOLA		 EDGARDO E. TULIN			
	Designation:		Designation:		Designation:			
	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU			